



# State of Washington

## Instructions for the Application for a Water Right

Please read these instructions carefully. Be accurate and complete in filling out your application, the information that you provide is very important in processing your application. Be sure to attach your fees, map, and any additional information related to the water uses you are proposing.

**Your priority date will be established after we have received a COMPLETE application, along with your map, fees, and all required additional information. These items are explained in the instructions that follow.**

If you need assistance, please contact the regional office in which your project will be located. A map of the Ecology regions is on the back page of these instructions. If your answers to any questions are longer than the space provided, you may attach additional sheets as required.

### Section 1. APPLICANT

Enter the complete name of the person, organization, or water system to which the water right permit is requested to issue. For instance, if the permit is required for a community water system, enter the name of the system, e.g. "Green Acres Water Works." Enter a mailing address, including zip+4, a work and home telephone, and a FAX number (if you have one).

### Section 2. CONTACT

We must have the name of a contact person to call in case we have questions about the application or proposed project. If the contact is the same as the applicant, check the "same as above" box. Otherwise, enter the name and address of the contact person. Describe the relationship of the contact person to the applicant, e.g. "consultant," "water systems engineer," "realtor," "chair of community well organization," etc.

### Section 3. STATEMENT OF INTENT

**The statement contained within this section is evidence of the intent of applicant and the extent of the water use being proposed by the application.**

Complete the statement within this section to explain the basic purpose of this application as follows:

1. In the first space, provide the maximum rate at which water is proposed to be taken from the water source.
2. Check the appropriate box to indicate if the rate you have provided is measured in "gallons per minute" or "cubic feet per second" and whether this use is from a surface or groundwater source.
3. In the second space within the paragraph, write the purpose(s) which you are proposing to use the water. **(See definitions below.)**
4. Attach a description of the lands upon which water is proposed to be used. *NOTE: A tax parcel or plat number is not sufficient. You can usually obtain a legal description from a survey, county assessor's office, real estate contract, title insurance policy, or title company or deed.*
5. Estimate the maximum quantity which is to be used for the project purposes in acre-feet per year. You may total the estimated water needs for each proposed purpose of use and write the total within the space provided. **NOTE:** If you do not know, consult a water systems engineer, well driller or pump installer.
6. If this application is being submitted for a short-term water use, check the box provided and indicate the purpose to which water may be used and the time period of water use. Note: You may indicate a short-term use on the same application as you are requesting a water right, if appropriate. (Road construction, emergency short-term use, etc.)

#### Definition of purpose(s)

Be sure that you include ALL uses that you propose, not just the major use of water. Some examples follow:

**Domestic/Public Supply:** using water for human consumption, to prepare food or beverages, or for human sanitation.

#### **Irrigation/Agriculture/Farm:**

Irrigation: applying water to land to enhance crop or plant growth.

Stockwater: providing water to captive animals solely for drinking.

Dairy: using water for production of milk and/or milk products.

**Industrial/Manufacturing/Commercial:** using water in the fabrication or selling of products or goods.

**Road Construction/Maintenance:** using water in the construction and/or maintenance of any thoroughfare.

**Hydropower:** using water to produce energy.

**Mining:** using water to extract rock, minerals or other material from the earth.

**Other:** Describe type of use.

**Section 4. WATER SOURCE**

**Note: The information provided within this section is relied upon by Ecology in preparing a public notice of your application and in explaining your proposal to the public and interested public agencies and tribes.**

Surface Water

If you plan to divert water from a river, lake, stream, spring, etc., give the name of each source, e.g. "McAllister Creek," or "unnamed spring." Provide the number of diversions proposed.

If the source feeds another body of surface water, give the name of the body of water to which the source is a tributary, e.g. "Nisqually River."

Groundwater

If you plan to withdraw water from the ground, enter the number, size, and depth of wells which are being proposed. **NOTE:** For the purposes of this application, we will refer to any facility which withdraws groundwater as a well.

Well Information

If the well has been constructed, attach a well construction report (well log), which you could obtain from the person who drilled your well. If you have already done a pump test, attach a copy of the pump test results. **NOTE:** By law, a permit must be issued prior to a proposed well being constructed.

Location

Enter the north-south and east-west distances from the nearest section corner to each point of diversion or withdrawal, e.g.: "420 feet south and 150 feet west of the of Northeast Corner of Section 12." You can obtain this information by measuring the distance on a USGS map, other map drawn to scale, or by measurement on the ground.

Also provide the quarter-quarter, section, township, range and county in which each point of diversion or withdrawal is located. If the location has been platted (subdivided), enter the lot, block and subdivision name. You may generally obtain this information from a legal description or plat of the property, or from your county assessor's office. If there are more than two points of diversion or withdrawal attach a separate sheet of paper.

**Section 5. GENERAL WATER SYSTEM INFORMATION**

- A. If the water distribution system has a name by which it is generally known, enter the name of the system, e.g. "Johnson Point Wellfield."
- B. Provide a brief description of the project, explaining how you will divert, pump, distribute and store the water, and any conservation measures you may be taking. Include proposed size, capacity, location and motor horsepower of any pump. Attach well construction reports (well log) for any existing wells which are proposed to be used. For hydropower projects, indicate the head and describe the proposed diversion facility, including the bypass reach.
- C. If there are existing water rights associated with the described water system or the area which it will serve, provide documentation of those rights. Documentation may include any description of the existing rights which will enable Ecology to research those rights.

**Section 6. DOMESTIC / PUBLIC WATER SUPPLY SYSTEM INFORMATION**

**NOTE: This part is to be completed only if the application proposes to use water for domestic or public water supply purposes. Domestic or water supply purposes are those which use water for human consumption, to prepare food or beverages, or for human sanitation. Be certain of your project plans, it will be compared to information you provide to other agencies, i.e. Department of Health and local government.**

A. and B. should be completed for all domestic and public users. C. and D. are intended to supply additional information for larger water systems. If you need additional space attach a separate page.

**Section 7. IRRIGATION / AGRICULTURAL / FARM INFORMATION**

**NOTE: This part is to be completed only if the application proposes water use for irrigation or agricultural uses. Irrigation is the use of water to enhance plant growth and agricultural uses are other purposes related to the production of a crop, the care and nurturing of animals as a commodity or product, or the preparation of an agricultural product for sale. Be certain of your project plans.**

If you need additional space attach a separate page.

- A. Provide the total number of acres of land to be irrigated in the space provided. The number of acres to be irrigated should not include lands within the general irrigation area that may contain buildings, roads, etc.
- B. List each agricultural purpose other than irrigation which you listed in Section 3 and provide the proposed number of acres of land upon which that purpose would occur.
- C. Indicate the total number of acres which will be benefited by the irrigation and agricultural water uses proposed in A. and B. above. Add together the acreage listed within A. and B. if uses are to occur on separate lands. List the size of the land parcel if uses are to occur on a single parcel of land.
- D. Compute the number of acres in which you have a controlling interest. Include only the acres which are irrigated under water rights which were acquired after December 8, 1977, or acreage that would be irrigated under this application or other pending applications on file with the Department of Ecology. If the number you arrive at is over 6000, check "yes", if not, check "no". Enter the permit number(s) of any Family Farm Development Permit in which you hold controlling interest.
- E. Indicate total number of animals receiving stockwater and the type of animal (i.e. goats, chickens, llamas, etc.). If dairy cattle are being raised, indicate the approximate number of milkers and non-milkers. Also note other uses of water on the dairy farm, such as for cleaning the milking parlor, washing cattle, or for a cooling system.

**Section 8. WATER STORAGE**

Your project may require a reservoir permit, or approval from Ecology's Dam Safety Program. Please review the criteria for reservoir permits, and contact your regional office if you have questions or need assistance applying.

**Section 9. DRIVING DIRECTIONS**

Provide detailed driving instructions from the nearest town to the point of diversion or withdrawal and to the place of use.

**Section 10. REQUIRED MAP**

Attach a map of the project. The map should be based upon a county Assessor's parcel map or other property map and must depict all of the following:

- The outline of the area where water will be used. Indicate the section, township, range and government lot, if applicable, of the property (you may obtain this information from the legal description at a county assessor's office);
- Important landmarks which could be used to orient Ecology staff, such as rivers, streams, cities, towns, roads and highways;
- The location of the point of diversion or withdrawal. From that point, show the north-south and east-west distances to the nearest section corner; and
- The horizontal distance to the nearest surface water.

**Section 11. PROPERTY OWNERSHIP**

- A. The right to use water is generally tied to the land on which the water will be used. This means that the right is generally transferred with the sale of the land. If the applicant and the landowner for the place of use are not the same, explain the applicant's interest in the place of use (e.g. "purveyor," "developer," etc.)
- B. If the applicant does not own the land on which the source of water is located, access to the property for system construction, maintenance, or repair will be needed. Explain the arrangement which will enable the applicant to enter the property. (Such an arrangement could include a recorded easement or other legal document.) **NOTE:** If the applicant does not own the land where the point of diversion or withdrawal is located, a water right permit does not confer to the applicant the right to enter that property nor does it grant any easement.

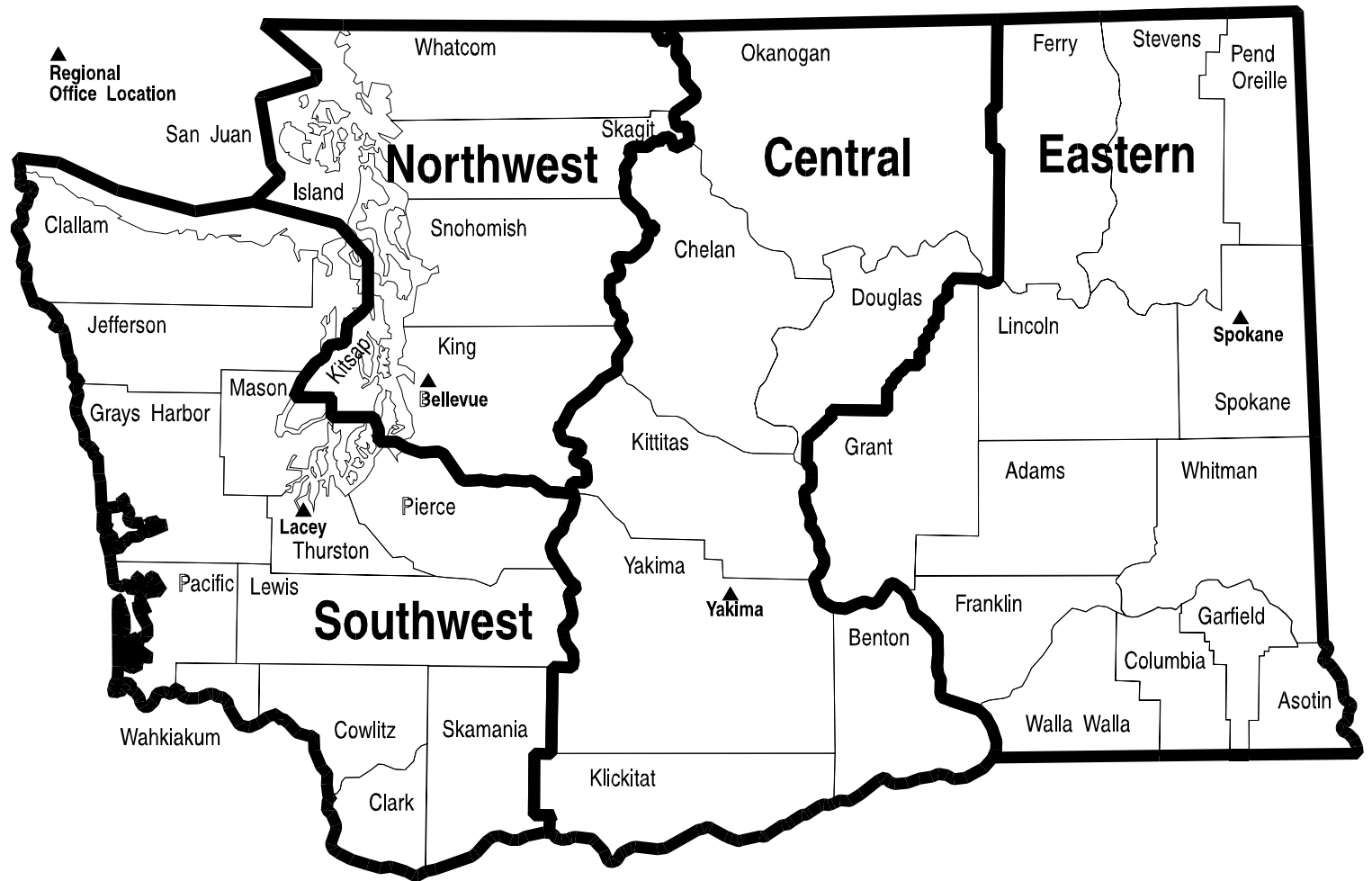
**Signatures**

The permit applicant **MUST** sign the application, so **MUST** the landowner of the place of use. If the permit applicant is not an individual, the application must be signed by the organization's legal representative, e.g., the Public Works Director of a municipality, or the chair of a community water system.

**Fee**

Refer to the attached fee schedule and attach a check for the full amount required. **NOTE: This fee is non-refundable.**

*Below is a map of the state of Washington, with the outlines of the four Ecology regional offices. If you have questions about your application, contact Water Resources staff at the Ecology regional office in which your project is located. They will be happy to assist you.*



Department of Ecology  
Northwest Regional Office  
3190 - 160th Avenue SE  
Bellevue WA 98008-5452  
Telephone: (425) 649-7000  
TDD (only) (425) 649-4259

Department of Ecology  
Central Regional Office  
15 West Yakima Avenue  
Yakima WA 98902-3401  
Telephone: (509) 575-2490  
TDD (only) (509) 454-7673

Department of Ecology  
Southwest Regional Office  
PO Box 47775  
Olympia WA 98504-7775  
Telephone: (360) 407-6300  
TDD (only) (360) 407-6306

Department of Ecology  
Eastern Regional Office  
N 4601 Monroe, Suite 100  
Spokane WA 99205-1295  
Telephone: (509) 456-2926  
TDD (only) (509) 458-2055

To receive this document in alternative format, contact Water Resources Program at (360) 407-6604 (Voice) or (360) 407-6006 (TDD).